UNIVERSITY OF TEXAS AT ARLINGTON

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

RESPONSIBILITIES SOP

1. The IACUC shall review research proposals to ensure that:
   a. Unnecessary pain or distress is avoided.
   b. Anesthesia and analgesia are properly and effectively used where indicated; the only exception to this may be when agents must be withheld as a requirement of the study;
   c. Painful studies requiring exemption from the use of either anesthetics or analgesia are subject to particular scrutiny, not only prior to approval, but during the experiment;
   d. Pre / during and postoperative care commensurate with current veterinary best practices

2. The IACUC shall establish and monitor an animal care program that includes:
   a. The requirement that all animal care and experimentation is conducted within the guidelines as set out in the AWA and PHS policies, and any other federal, state, or institutional regulations that may be in effect;
   b. Ensuring adequate numbers of animal care personnel are present, and that animal users and animal care personnel are qualified to perform their duties;
   c. Ensuring that facilities and equipment meet the standards of all applicable regulations and policies;
   d. Providing standards of husbandry and veterinary medical care that meet or exceed regulatory mandates;
   e. Ensuring that all activities and procedures that involve animals are carried out humanely and that analgesics, anesthetics, and tranquilizing drugs are used to minimize pain and are used in accordance with best practices in veterinary medicine;
   f. Ensuring proper methods of euthanasia, with appropriate guidelines for timely euthanasia to minimize pain and suffering.

3. The IACUC shall assure that all animal users have the opportunity to become familiar with all federal, state, city, and institutional requirements that may apply to their work.

4. The IACUC shall ensure appropriate care of animals in all stages of their life. Adequate veterinary care must be available at all times for all animal species used by UTA.

5. The IACUC shall ensure the living conditions of animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding and non-medical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.

Responsibilities Version #: 01 IACUC Approval Date: 12/11/15
6. The IACUC shall ensure that no research, testing project, teaching program, or any other study (including field studies) involving animals commence without prior IACUC approval of a written Animal Protocol Review Form; further, no animals shall be acquired before such approval. This includes internally funded projects and/or animals used for teaching and/or demonstration.

7. The IACUC shall review the animal care and use components of proposed research projects to ensure that procedures and practices are in compliance with the Guide, Act, NIH Assurance Statement, and any other regulations or policies which apply. When necessary, the IACUC will require further supportive information from the investigator or meet with the investigator to assure that all members of the review committee understand the procedures to be used on the animal. If there is any variance with the guidelines noted above, the IACUC will require justification for the variance on scientific grounds.

8. The IACUC must be aware of all modifications to protocols. When these involve major changes in animal utilization, new protocols must be submitted.

9. The Committee shall review all protocols annually. Protocols require renewal through submission of a triennial report every three years.

10. The IACUC may invite consultants to assist in the review of complex issues. Consultants may not approve or withhold approval of an activity or vote with the IACUC unless they are also members of the IACUC.

11. The IACUC shall notify investigators and the institution in writing of its decision to approve or withhold approval of those activities related to the care and use of animals, or of modifications required to secure IACUC approval. If the IACUC decides to withhold approval of an activity, it shall include in its written notification a statement of the reasons for its decision and give the investigator an opportunity to respond in person or in writing.

12. Applications and proposals that have been approved by the IACUC may be subject to further appropriate review and approval by officials of the institution. However, those officials may not approve an activity involving the care and use of animals if it has not been approved by the IACUC.

13. The IACUC shall ensure that all use of animals has “scientific merit.” In many instances, the Committee will primarily rely on the review process by scientific funding agencies, such as the NIH. However, for those projects that will not be subject to external peer review for scientific merit, the IACUC may require that such be obtained externally; or alternately, the Committee may choose, if qualified, to assess the protocol for scientific merit itself. In such cases, the Committee may invite other UTA scientists knowledgeable in the field of research indicated by the protocol to assist in the internal review.
14. The IACUC will regularly review:

   a. Its responsibilities to meet changing needs within the institution, the scientific community, and society as a whole and expand its responsibilities, as necessary, to meet the requirements of new regulations and policies;
   b. The concerns of the public within our own community;
   c. The security of the animals and research facilities;
   d. Standard operating procedures;
   e. Policies and procedures for monitoring animal care and experimental procedures within the institution.

15. The IACUC will maintain liaison with federal and state authorities where applicable.

16. The IACUC will develop and maintain liaison with the public and foster an “open door” policy, as appropriate.

17. The IACUC will sponsor from time to time seminars or workshops on research animal science and the ethics of experimentation.

18. The IACUC shall achieve and maintain a high profile within the institution and in the community in order to allay some public concerns regarding animal experimentation.

19. The IACUC shall be responsive to the needs and concerns of the research and animal care community at UTA and work toward a harmonious relationship with those it serves. At the same time, the Committee must, in all cases, retain its ability to be objective so that it fulfills its responsibilities as the overseer of the animal care and use program.

20. The IACUC shall meet monthly and as often as necessary to fulfill its responsibilities and be satisfied that all animal use within its jurisdiction is in compliance with institutional, municipal, and federal regulations.